

City of Weatherby Lake

Facility Rental Information Packet

Thank you for considering ***Weatherby Lake Community Center*** for your event. Our goal is to provide you with a wonderful facility and setting to make your event memorable. We hope this packet will help in making the rental of the facility easier by knowing what is required. If you think of more questions please do not hesitate to call or e-mail us.

When you are ready to book ***Weatherby Lake Community Center*** let us know and we will set up a time to meet with you to sign your contract.

City of Weatherby Lake Community Center Contract & Information Packet

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City of Weatherby Lake Community Center

Rental Fees:

RENTAL FEES

DEPOSIT:

Daylight Rates

\$200.00

Monday thru Thursday, 8am-5pm

RENTAL:

\$150.00

Evening Rates

Monday thru Thursday, 5pm – Midnight*

\$150.00

\$200.00

All Day Rates

Monday thru Thursday, 8am – Midnight*

\$200.00

\$200.00

Weekend Rates

Friday, Saturday and Sunday, 8am – Midnight*

\$450.00

\$200.00

***Failure to vacate the premises at the conclusion of the event, including all clean-up time, will result in an additional fee of \$25.00 for every 15 minutes past your contact time.**

Those renting the facility must be in attendance for the duration of the function

PAYMENT:

Payment will be accepted by cash or check only. Credit/Debit cards are **not accepted**. A proper ID may be required if paying by check. Checks should be made payable to: The City of Weatherby Lake. There will be a \$25 fee for any check returned NSF.

CAPACITY:

Maximum capacity is 190 persons.

CONSECUTIVE DAYS:


Consecutive "All Day" rentals for two or more days, Monday thru Thursday, may be rented at Sixty Six percent (66%) of the otherwise cumulative rent due.

City of Weatherby Lake Community Center

Event Rules, Regulations and Waiver


RESERVATIONS:

All reservations are based on a first come, first serve basis. A full deposit is required along with a completed, SIGNED, Rental Agreement & Waiver to confirm a date. Total payment is required two (2) months prior to rental date. Reservations may be made up to 24 months in advance (rolling 24 months). Rental Agreements are non-transferrable.

X 
Initial


CANCELLATIONS:

The full deposit is refundable up to two (2) months prior to the rental date. NO REFUNDS THEREAFTER, unless environmental factors and/or conditions outside of the reserving person's control made it impractical for a reasonable person to have used the Community Center at the reserved time. Applications for a refund for such reason(s) should be submitted to The City of Weatherby Lake, 7200 NW Eastside Drive, Weatherby Lake, MO 64152. The City will make the determination in its sole discretion as to whether the applicant will be entitled to a refund in such situations. All refund will be issued in the name of the person signing the Rental Agreement only.

X 
Initial


SECURITY:

Any event at which alcoholic beverages will be consumed requires the presence of a Weatherby Lake Uniformed Police Officer at a cost of \$25 per hour, with a (4) hour minimum (i.e. \$100.00). No alcohol is permitted to be consumed on the premises until the Police Officer arrives. The Police Officer is required to remain on duty until the building is vacated.

X 
Initial

DAMAGE/CLEANING DEPOSIT:

A \$200 refundable damage/cleaning deposit is required for all reservations. Upon conclusion of the rental event, the deposit will be refunded within a reasonable amount of time provided there are no damages to the facility and that it has been cleaned in accordance with the clean-up requirements. In the event there are damages that exceed the amount of the deposit, the renter agrees to pay the difference to reimburse the City for actual costs. In the event the renter fails to clean the facility in accordance with the clean-up requirement, the renter agrees to forfeit their deposit in an amount needed to pay an outside cleaning company to restore the facility to a usable condition at the rate of not less than Sixty Dollars (\$60.00) per hour.

X 
Initial

CLEANING:

The facility must be returned to the order in which it was found. Please refer to the last page of this agreement [page 8] for specific requirements and instructions.

OUTDOOR PLAYGROUND AND SOCCER FIELD

The outdoor playground is included within the Community Center grounds; however, the soccer field is not. Separate arrangements must be made with the Weatherby Lake Park Board for use of the soccer field.

DECORATIONS

Hooks have been provided on the underside of the ceiling beams and under the shelf along each side of the large room to allow hanging of decorations. No hooks may be added or removed. If balloons are used they must be secured. If balloons get up into the ceiling fans, turn the fans off prior to attempting to retrieve. A step ladder is located in the storage room.

Additionally, please abide by the following:

- Do not move or interfere with the artwork located in the facility in any manner
- No smoking allowed anywhere within the facility
- No dance wax or substitutes are to be used on the floor
- No tape, nails, tacks, ticky tacky, or staples allowed anywhere in the facility.
- No pets or animals of any kind are permitted in the Community Center other than Service animals that are individually trained to do work or perform tasks for people with disabilities.
- Rice and birdseed may be used outside the premises only
- Sequins and confetti are prohibited anywhere inside or outside the facility
- If using the warming table, the sneeze guard must not be removed
- The beer tapper requires specific instructions for use and clean-up. Please see the Manager.
- The fireplace is operable only through the use of a remote control. Please see the Manager.
- Please assure all lights have been turned off when you leave.

COMPLIANCE WITH LAWS:

X Initial

X
Initial

X _____
Signature

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City of Weatherby Lake Community Center

Measurements and Specs:

Banquet Hall:

- Room is 49ft long x 30.9ft wide
- Fireplace Hearth is 9.8ft wide X 16.5in deep
- Beams & Ceiling:
 - Room has a vaulted Ceiling
 - Walls from floors to lowest side of ceiling is 8.6ft
 - 4 beams hang from the ceiling; 2 beams are set against the wall
 - (one at the fireplace wall and one at the kitchen)
 - Floor to top of beam is 9.7ft
 - From bottom of beam to highest point is 5 feet
 - Floor to highest beam is 14.7ft

Windows:

- 4 facing south towards the soccer field
- 3 facing north towards the parking area
- 2 facing west toward the playground

Sitting Room/Bar Area:

- Bar area is 8ft long and 3.5 ft wide
- Carpeted area is 28ft long x 28ft wide
- There are 3 couches, 1 square coffee table, 2 side tables and 3 sofa tables

Doorways:

- 2 sets of double entry doors in front entrance
- To Banquet Hall from storage closet is 7.2ft x 6.10ft high
- From Banquet Hall to Sitting Room/Bar Area 8ft high x 10ft wide

Pergola/Back Patio Area:

- 17ft 8in wide from building to bench
- 48.9ft long (from east to west)
- 10.3ft high
- 25 2 x 10 hang north to south
- 19 2 x 2 hang east to west

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Building Amenities:

For your convenience the following is provided and available for your use.

- 14 Round 60 inch tables, seating for 8
- 14 Long tables, 8ft x 3ft, seating for 8 – 10
- 13 square tables, 3ft x 3ft, seating for 4
- 150 cushioned seat chairs
- Gas fireplace
- Standard refrigerator
- Microwave
- Oven
- Dishwasher
- Large Ice Machine
- 4 tray warming/steam table
- Pony Keg Refrigerator (Bar Area)
- 44" flat Screen TV (for slide shows)
- Wireless Internet (code will be provided if requested)
- Gas Bar B Q Grill on back patio
- Playground on west side of Building
- Convenient location and ample parking onsite.

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Clean up requirements

Thank you for hosting your event at the Weatherby Lake Community Center. We trust your event was a success and look forward to working with you again. With your efforts we can keep our Community Center clean. Listed below are the requirements for cleaning up after your event.

1. You will find most of the cleaning supplies under the kitchen sink. Extra trash bags, gloves etc. were left on the kitchen counter for your convenience.
2. In the storage area you will find a vacuum cleaner, dry mop, wet mops and buckets.
3. All tables should be wiped off and placed back on their respective carts and returned to the storage area. **DO NOT DRAG FURNITURE ON THE FLOORS AS IT MAY CAUSE DAMAGE TO THE FINISH ON THE FLOORS OR THE CARPET.**
4. Chairs should be stacked and left in the center of the room.
5. Please dry mop the banquet hall area. If there were any spills please wet mop the area as well. (cleaning solution for the floors is located in the storage area with the mop/bucket)
6. Please wipe down the counters in the bar area. If the Beer Keg refrigerator was used, please wipe out the Spill Pan on top, empty and rinse the overflow bottle located in the refrigerator.
7. Please wipe off the furniture in the bar area and placed back as you found it should it have moved.
8. **Bathrooms** should have all trash removed, this includes sanitary napkin dispensers in the ladies restroom stalls. Extra trash bags are located under the “used” ones. Please also wipe down the sink vanities.
9. **Kitchen area.** Please dispose of all food/beverages from the refrigerator, stove, microwave etc. Counters should be wiped down and free of food and spills. Appliances should be wiped off, if food has splattered in the microwave please wipe it out. If there were any spills in the oven, please just leave me a note. **DO NOT** use the self-cleaner on the oven.
10. Please remove all cigarette butts and trash from the ashtray on the side of the building.
11. All trashcans should be emptied and trash taken to the dumpster located in the parking lot.

We Thank You for your Cooperation!